

EXECUTIVE ASSISTANT TO THE CITY MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of highly responsible, confidential, and complex administrative duties in providing staff assistance to the City Manager and the Assistant City Manager.

Supervision Received and Exercised:

Receives general supervision from the City Manager and the Assistant City Manager.

May exercise direct or functional supervision over assigned administrative staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible, and confidential administrative duties for the City Manager and the Assistant City Manager; conduct surveys; collect information on operational and administrative problems; prepare comprehensive reports or manuals; assist in the preparation of quarterly and annual reports.
- Assist in the preparation of comprehensive and timely budget documents; monitor budget expenditures and assist in the budget control; maintain petty cash fund and prepare monthly vouchers.
- Assist in writing a wide variety of correspondence and documents for internal and external use.
- Serve as administrative support for various Boards and Commissions; prepare the agendas and assemble background materials; transcribe minutes of meetings.
- Respond to and resolve a variety of requests or complaints from City employees or the general public requiring interpretation of policies and procedures; answer calls and assist customers.

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Executive Assistant to the City Manager (continued)

- Participate in office administration work; maintain calendars of office activities, meetings and various events; plan, schedule and coordinate special events among several City departments or external organizations; schedule meetings and public appearances for the City Manager and the Assistant City Manager; prepare minutes of meetings and transcribe as necessary; make travel arrangements.
- Maintain personnel and payroll records; process payroll and paperwork for personnel actions including new hires, promotions and terminations; and coordinate recruitment process with human resources.
- May participate in the selection of staff; may provide or coordinate staff training; may work with employees to correct deficiencies; may implement discipline procedures.
- Prepare graphic presentations as required; may edit, format, design and maintain WebPages, newsletters, bulletins, fliers, forms, certificates or other documents.
- Coordinate the ordering and storage of appropriate supplies.
- Perform other related duties as assigned.

Minimum Qualifications:

Experience:

Four years of responsible administrative experience, preferably in a public agency.

Education:

Requires a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, political science or or a degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

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Executive Assistant to the City Manager (continued)

(Pending)

Job Code: 256

Status: Exempt / Classified